FLOWCHART FOR WORK EXPERIENCE APPLICATIONS

Find the employer and their email address - google the employer and look on their website for an email address, or phone and ask them for it.

Write the email to them and get someone to check it. It can read as below but tweak it to fit the business you are applying for.

Send the email and await a reply. Give it five days then resend with a polite:
Dear Sir/Madam,
I am resending this in case you did not receive it. Kind regards…

If you are accepted, email back to the employer to thank them and to arrange to do the paperwork. Often it is easier to pop to the work premises at an arranged time to do this – ask an adult to go with you if you like.

Return signed paperwork to Mrs Miller in G2.

Dear Sir/Madam,

I am emailing to ask you if you would consider taking me on as a work placement for the week of the 4th to 8th of July 2022. I am a 15 year-old Pilton student and I am very keen to learn more about the hospitality/engineering/veterinary nursing business. I am polite, hard-working, smart and punctual. I enjoy meeting new people, I am a good team member and I can work on my own.

I hope you will be able to accommodate me and thank you for your time.
Kind regards,

COME TO G2 FOR FURTHER HELP!